

VOLUNTEER NEEDED FOR DISCOVERY PARK ENVIRONMENTAL LEARNING CENTER

JOB TITLE: Photographic slide file aide

SUPERVISOR: Anne Peterson
Public Education Program Specialist
206-386-9110

LOCATION: Discovery Park Environmental Learning Center, Magnolia neighborhood, 3801 W. Government Way, Seattle, WA. 98199. Indoor position

PROJECT DURATION: Approximately one year. Could be longer, if interested.

HOURS PER WEEK: To be determined with supervisor. Two hours/week is recommended.

DESCRIPTION OF DUTIES:

- Search through photographic slide file for missing slides.
- Complete organization and labeling project started several years ago.
- Set up slide check out/check in system.
- File photographic slides
- Take broken slides in to be repaired.
- Order new slide file supplies, when needed.
- Re-label some of the slides.

BENEFITS:

- Become acquainted with an extensive natural and human history photographic slide library.
- Learn the history and natural history of the Puget Sound region.
- 20% discount at Discovery Park's Environmental Learning Center Gift Shop.
- Spend time with people that share your interest in Discovery Park, Seattle history, and/or natural history.
- Great working environment.
- Annual volunteer recognition event.

GOAL: To organize the photographic slides so they can be easily and efficiently accessible to staff and the public.

KNOWLEDGE, SKILLS, ABILITIES:

- Extremely detail-oriented
- Basic computer skills.
- Ability to communicate effectively.
- Ability to follow directions and ask questions, when necessary.

SPECIAL REQUIREMENTS:

- Washington State Driver's License

TRAINING:

On specific details of project.

